



2016 Master Fee Schedule

(Revised July 5, 2016)

Fees deposited with or checks cashed by the city do not imply an applicant automatically receives a permit or license from the city. Specific criteria must be met for each type of license or permit for which an application has been submitted before the license or permit may be granted. Administrative or Council approval may also be required before the permit or license is valid.

ADMINISTRATIVE

ASSESSMENT SEARCH CERTIFICATION

\$20/each

CITY CODE

Available through Municipal Code Corporation. Costs will vary as updates are made to the code. Cost is based on items such as pages, tabs, shipping fees, etc.

COPIES

- Microfilm to Hard Copy \$.25 per page
- CD/DVD Reproduction \$13
- Dubbing Video Tapes and DVD's \$20 each
- Photocopies \$.25 per page up to 100 pages; over 100 pages plus staff time

FINANCE CHARGE

This charge does not apply to Code Enforcement Violations.

Computed at 1.5% per month (18 % annual) on account balances unpaid after the due date.

LABOR RATE *(research, computer services, etc.)*

\$23/hr (15 minutes minimum)

LICENSES

Late fee: 10% penalty or \$25, whichever is greater if don't renew by application due date.

If license expires, applicant must apply for a new licenses and pay applicable fees.

- Billiard Hall \$35/table
- Kennel
 - Commercial \$75/year
 - Residential \$50/year
- Liquor
 - 3.2% Malt Off-Sale \$75/year
 - 3.2% Malt On-Sale \$225/year
 - Brew Tap Room \$225/year
 - Brewpub/Microbrewer Off-Sale \$200/year
 - Microdistillery Off-Sale \$200/year

○ Club	\$300/year
○ Cocktail Room	\$225/year + initial background fee
○ Consumption & Display (Set-up)	\$75/year
○ Intoxicating On-Sale	\$5,000/year
○ Intoxicating Sunday On-Sale	\$200/year
○ Small Brewer's Off-Sale (Growler sales by taproom)	\$200/year
○ Temporary Community Festival (on-sale)	\$100/day
○ Temporary 3.2% Malt On-Sale	\$30/day
○ Temporary On-Sale	\$40/day
○ Temporary On-Sale Farm Winery	\$40/day
○ Temporary Wine Festival	\$100/day
○ Wine	\$700/year
○ Initial Investigation Fee for Intoxicating Licenses	
▪ Single	\$200
▪ Association, Partnership, Corporation, Club	\$400
▪ Massage Establishment	
○ Single	\$200
○ Partnership, Association, Corporation	\$300
○ Renewal Fee	\$150/year
▪ Massage Therapist	
○ Initial Fee	\$150
○ Renewal Fee	\$100/year
▪ Mechanical Amusement	\$15/per establishment plus:
○ Mechanical Rides	\$15/ride
○ Pin Ball Games	\$15/machine
○ Pool Tables (Coin Operated)	\$15/table
○ Video Games	\$15/game
▪ Pawn Shop	\$12,000/year
○ Initial Investigation Fee	\$1,500
▪ Peddler	\$150/year
▪ Sexually-Oriented Businesses (<i>additional planning department fees and zoning requirements may apply</i>)	\$500/year
○ Initial Investigation Fee	
▪ Single	\$200
▪ Association, Partnership, Corporation	\$400
▪ Special Event	
○ Private Events on Public Property	\$150 for first 2 hours \$50 each additional hour \$250 damage deposit
▪ Solicitor	\$150/year
▪ Tobacco	\$150/year
▪ Transient Merchant (<i>general planning permit fee may apply</i>)	\$150/year

MERCHANDISE

▪ Plastic Cups	\$4
▪ City Flag	\$45
▪ Plastic Pins - Elk River	\$.35 each
▪ Metal Pins- Elk River	\$2 each

PHOTOS

▪ 35 mm Photos up to 12 Exposures	\$10
▪ 35 mm Photos up to 24 Exposures	\$15
▪ Digital Black and White	\$10
▪ Digital Color	\$15

POSTAGE

Prevailing Rate

ENVIRONMENTAL

ABATEMENTS-Per City Ordinance

Actual cost borne by the City for handling/disposal, site maintenance, or other appropriate remediation.

FATS, OILS & GREASE CONTROL ENFORCEMENT TIER LEVELS

The following civil penalties for violation of the city Fats, Oils, and Grease Control Ordinance, Section 78-156, of the City Code, as provided in the city Fats, Oils, & Grease Enforcement Response Plan

Tier I	Notice of Deficiency/Notice to Correct	No penalty
Tier II	Notice of Violation	\$0 - \$50
Tier III	Notice of Violation	\$75 - \$100
Tier IV	Notice of Violation	\$150 - \$500
Tier V	Notice of Violation	\$500 - \$1,000
Tier VI	Notice of Violation	\$1,000 - \$10,000 Possible Consent or Administrative Order
Tier VII		Consent Order/Administrative Order with stipulated penalties
Tier VIII		Consent Order/Administrative Order with stipulated penalties and Termination of Sewer Service

FLOODPLAIN PERMIT

\$150

SIGNAGE

▪ Wetland Buffer Sign	\$3
▪ Wetland Buffer Sign Installation Kit (post with hardware)	\$8
▪ Wetland Buffer Sign Professional Installation	\$20

LICENSES

▪ Garbage Hauler	\$60 1 st truck plus \$15 each additional truck
▪ Mineral Extraction	\$20/acre to be actively mined in forthcoming year or not reclaimed
	\$5/acre approved but not actively mined
▪ Solid Waste Facility	\$2,000 plus cost of reviewing license. Amount of annual cost incurred by the city

for monitoring and inspecting the facility plus the license.

NPDES PERMITS

- Inspection Residential
- Commercial/Industrial

\$175 per residential building
Actual cost of total inspections

SHORELAND OR WETLAND INSPECTION

\$40

STORMWATER UTILITY FEE

- Single-family, duplex, townhome residential properties with public sewer and/or public water service
- All other single-family, duplex, and townhome residential uses
- All other properties in the city

\$3 per month per residential unit
\$2 per month per residential unit
\$21 per month per impervious acre

PLANNING/DEVELOPMENT/BUILDING

Double fee applies if work begins before permit obtained

3 SEASON/SCREEN PORCHES

\$45 x square footage = valuation for permit fee plus state surcharge. Plan check is included with this price

ADMINISTRATIVE SUBDIVISIONS/SIMPLE PLATS APPLICATION

- Escrow for Consulting/Engineering/Staff Services

\$300 plus park dedication fee, if applicable
\$1,000

BASEMENT FINISH

\$12 per square foot for valuation, use building permit fee plus state surcharge. Plan check is included with this price

BUILDING PERMIT

- Industrial, Commercial, Multifamily Residential, Single-family, and Additions

State permit fee, 1997 UBC Table 1A, plus 65% plan check fee (valuation based on current State of MN building valuation data)

COMMERCIAL PLAN REVIEW (PARTIAL)

.5% of the valuation (non-refundable)

CONCEPT PLAN REVIEW BY CITY COUNCIL

- Escrow for Consulting/Engineering/Staff Services

\$100
\$1,000

CONDITIONAL OR INTERIM USE PERMIT

- Escrow for Consulting/Engineering/Staff Services

\$275
\$1,000

DECKS

\$10 per square foot for valuation for permit fee plus state surcharge. Plan check is included with this price.

DEMOLITION

- House or Commercial
- Residential Outbuilding Over 120 sq. ft.

\$150
\$45

DOCUMENTS

- Comprehensive Plan \$50
- Land Development Regulations \$35
- Housing Maintenance Ordinance \$5 each
- State Residential Contractor License Search \$5/permit

EASEMENT VACATION APPLICATION

- Escrow for Consulting/Engineering/Staff Services \$275
\$1,000

ENGINEERING SERVICES

\$85 an hour

FENCES

- Over 6 Feet High \$75 plus state surcharge

FIREPLACES/WOOD STOVES

\$75 plus state surcharge

GARAGES

\$12 per square foot for valuation, use building permit fee plus state surcharge. Plan check is included with this price

GENERAL PLANNING PERMIT

- Escrow for Consulting/Engineering/Staff Services \$100
\$1,000

GRADING PERMIT

1.5% of the valuation, minimum \$75

HOME OCCUPATIONS, PERMITTED

\$15

LAND USE PLAN AMENDMENT

- Escrow for Consulting/Engineering/Staff Services \$275
\$1,000

MAPS

- Map-Colored 2'x3' \$8 each
- Map-Larger Than 2'x3' \$15 each
- Copies of Maps From Copy Machine \$8 each

MECHANICAL PERMIT *(For heating, ventilation, & air conditioning, including installation, alteration, or repair)*

Fee shall be the greater of \$45 plus state surcharge or 1.5% of the valuation of the work material and labor

MICRO LOAN PROGRAM

Processing fee of 1% of loan interest
Fee is refunded if loan is denied. Applicant pays all legal and filing fees at loan closing

MOVING STRUCTURES *(A building permit is required for foundation, garage, and remodeling work)*

- Moving Houses In or Out \$150
- Moving Outbuildings In Over 120 sq. ft. \$45

ORDINANCE AMENDMENT

- Escrow for Consulting/Engineering/Staff Services \$275
\$1,000

OUTBUILDINGS

\$12 per square foot for valuation, use

	building permit fee plus state surcharge. Plan check is included with this price	
PARK DEDICATION FEE		
▪ Residential		
○ Low Density (<4 DU/acre)	\$1,425.93/dwelling unit	
○ Medium Density (4 to<7 DU/acre)	\$1,075.79/dwelling unit	
○ High Density (>7 DU/acre)	\$4,897.04/dwelling unit	
▪ Commercial	8% of county assessed value of property	
▪ Industrial	6% of county assessed value of property	
PLANNED UNIT DEVELOPMENT (PUD)	Charge for required planning applications, i.e. conditional use permit, rezoning, etc.	
PLATS, PRELIMINARY APPLICATION	\$275	
▪ Escrow for Consulting/Engineering/Staff Services	\$1,500	
PLATS, FINAL APPLICATION	\$275	
▪ Escrow for Consulting/Engineering/Staff Services	\$1,000	
PLUMBING PERMIT	Fee shall be the greater of \$45 plus state surcharge or 1.5% of the valuation of the work material and labor	
POOL		
▪ Above Ground	\$45 plus state surcharge	
▪ In Ground	\$75 plus state surcharge	
RE-ROOF		
▪ Residential	\$75 plus state surcharge	
▪ Commercial/Industrial	\$2 per square foot for valuation for permit fee plus state surcharge, minimum \$75	
RENTAL DWELLING	Fees listed under Fire section	
RESIDENTIAL FIXTURE/APPLIANCE REPAIR OR REPLACE	\$15 minimum or 5% of the cost, whichever is greater	
RE-SIDING (Residential)	\$75 plus state surcharge	
SANITARY SEWER USER FEE	<i>April 1, 2015</i>	<i>April 1, 2016</i>
▪ Charge Per 1,000 Gallons	\$ 4.20	\$ 4.33
▪ Minimum Charge	\$ 9.76	\$ 10.05
▪ Apartment Unit Charge	\$ 16.79	\$ 17.29
▪ House Unit Flat Charge	\$ 22.06	\$ 22.72
SEPTIC INSTALLATION & REPAIR PERMIT	\$130	
SEWER AVAILABILITY CHARGE (SAC)	\$4,750 per unit	
SEWER & WATER HOOKUP/REPAIR PERMIT <i>Storm or Sanitary</i>	\$150 commercial plus \$2,000 bond in favor of the city	

	\$65 residential plus \$2,000 bond in favor of the city
SIGN/ZONING PERMITS	
▪ Permanent Sign (<i>separate building permit and fee may apply</i>)	\$30
▪ Temporary	\$30
▪ Temporary, Deposit	\$100
SITE PLAN REVIEW APPLICATION	\$100
▪ Escrow for Consulting/Engineering/Staff Services	\$1,000
STAFF SERVICES	\$50 an hour
STREET/ RIGHT-OF-WAY DISRUPTION PERMIT (<i>cable, phone, gas, electric, etc.</i>)	\$100 plus (\$5,000 letter of credit or bond in favor of the city or equivalent)
SUBDIVISION EXEMPTIONS	\$100
▪ Escrow for Consulting/Engineering/Staff Services	\$1,000
SURFACE WATER MANAGEMENT IMPACT FEE (<i>3% annual increase per resolution 94-110</i>)	\$113/residential lot (rural) \$226/residential lot (urban) \$1,326/acre (multifamily, commercial, and industrial)
TAX ABATEMENT	\$5,000
	Projects which require additional professional services in excess of \$5,000 shall be required to reimburse the city for additional expenses
TAX INCREMENT FINANCING	\$10,000
	Projects which require additional professional services in excess of \$10,000 shall be required to reimburse the city for additional expenses
VARIANCE	\$275
▪ Escrow for Consulting/Engineering/Staff Services	\$1,000
WINDOW/DOOR INSTALLATION	
▪ 1 – 3 Windows/Doors	\$45 plus state surcharge
▪ 4 or More Windows/Doors	\$75 plus state surcharge
ZONE MAP CHANGE	\$275
▪ Escrow for Consulting/Engineering/Staff Services	\$1,000
ZONING LETTER	\$50 per address
ZONING REQUESTS, MISCELLANEOUS	\$110

PARKS & RECREATION

PARK FACILITY USE FEE (*shelter, bandshell, fields, and outdoor hockey rinks*)

- | | |
|------------------------|-----------|
| ▪ Residents | \$20 |
| ▪ Non-Residents | \$40 |
| ▪ Field With a Shelter | No charge |

PARK & ALL RECREATIONAL FACILITIES

Per policy & application for use

FIRE

FIRE SPRINKLER INSPECTION FEE

- | | |
|---|--|
| ▪ Industrial, Commercial, Multifamily Residential, Single-family, and Additions | State permit fee, 1997 UBC Table 1A, (valuation based on material and labor) |
|---|--|

OPEN BURNING

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|--|-----------|
| ▪ Burning Permit | \$10 each |
| ▪ Special Burning Permit – Daytime Hours | \$25 each |

FALSE FIRE ALARMS

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|-------------------|--|
| ▪ Alarm 1-3 | No charge |
| ▪ Alarm 4 | \$200 |
| ▪ Alarm 5 or More | Fee increases \$50 per alarm (<i>ex: alarm 5=\$250, alarm 6=\$300</i>) |

FIRE EXTINGUISHER DROPOFF/RECHARGE SERVICE

\$5 handling fee, plus actual vendor cost to recharge depending on type of extinguisher

FIRE WATCH

\$50 an hour per person
If vehicle or apparatus is needed, cost will be billed per FEMA reimbursable rates plus 15% administrative fee

FIREWORKS

- | | |
|--|--------------|
| ▪ Public Display for Pyrotechnics | \$50 per day |
| ▪ Sales/Storage-Retail | \$100/year |
| ▪ Sales/Storage-Temporary (<i>general planning permit also required</i>) | \$100/year |

KEY LOCK BOX

per vendor pricing

RENTAL DWELLING LICENSE

- | | |
|----------------------------|--|
| ▪ Single Family | \$65 per dwelling |
| ▪ Multi-Unit | \$65 per dwelling + \$16 per individual unit |
| ▪ Single Family Conversion | \$300 (\$150 if owner attends city-approved rental property management training) |

▪ Re-inspection Fee	program) \$100
▪ Re-instatement Fee	\$1,500

POLICE

ACCIDENT REPORT (*state motor vehicle report*) \$25 per page

AUDIO/VIDEO REPRODUCTION

▪ Dubbing Police Audio Tapes	\$25/tape
▪ Dubbing Police Video Tapes	\$35/tape

ANIMALS

▪ Cat Tag	\$10/2 years
▪ Dog Tag	\$10/2 years
▪ Duplicate Cat or Dog Tag	\$2 each
▪ Dangerous & Potentially Dangerous Dogs	
○ Dangerous Dog License	\$50/yearly
○ Potentially Dangerous Dog License	\$50/yearly
○ Hearing Fee (<i>initial non-refundable fee to appeal declaration</i>)	\$100
○ Escrow for Hearing (<i>Dog owner is responsible for hearing costs if they lose the appeal. Excess funds will be reimbursed</i>)	\$600
▪ Impound Fee (<i>12 month period on a rolling basis</i>)	
○ 1 st Offense	\$50
○ 2 nd Offense	\$75
○ 3 rd Offense	\$150

BACKGROUND (*letter of good conduct*) \$10

FINGER PRINTS \$10

IMPOUNDED VEHICLES (*at public works garage or police department*) \$15/Day

LOCKOUT FEE \$20

PARKING FINES*

**An additional surcharge may be added to the fine by the State of Minnesota.*

**When filing a formal complaint in district court a \$50 charge is added for legal fees to cover the cost of the City Attorney.*

▪ 74-94 Prohibited Zone/Area (allowed 21 days to pay ticket)	\$20
○ Second notice with late payment charge (allowed 14 additional days to pay)	\$40
○ If both notices are ignored, a formal complaint is filed in district court	\$90
▪ 74-94 Within 15' of Fire Hydrant (allowed 21 days to pay ticket)	\$20
○ Second notice with late payment charge (allowed 14 additional days to pay)	\$40
○ If both notices are ignored, a formal complaint is filed in	

district court	\$90
<ul style="list-style-type: none"> ▪ 74-94 Obstructing/Blocking Crosswalk (allowed 21 days to pay ticket) \$20 <ul style="list-style-type: none"> ○ Second notice with late payment charge (allowed 14 additional days to pay) \$40 ○ If both notices are ignored, a formal complaint is filed in district court \$90 	
<ul style="list-style-type: none"> ▪ 74-94 On Sidewalk (allowed 21 days to pay ticket) \$20 <ul style="list-style-type: none"> ○ Second notice with late payment charge (allowed 14 additional days to pay) \$40 ○ If both notices are ignored, a formal complaint is filed in district court \$90 	
<ul style="list-style-type: none"> ▪ 74-94 Within 15' of Intersection (allowed 21 days to pay ticket) \$20 <ul style="list-style-type: none"> ○ Second notice with late payment charge (allowed 14 additional days to pay) \$40 ○ If both notices are ignored, a formal complaint is filed in district court \$90 	
<ul style="list-style-type: none"> ▪ 74-94 Facing Wrong Way (allowed 21 days to pay ticket) \$20 <ul style="list-style-type: none"> ○ Second notice with late payment charge (allowed 14 additional days to pay) \$40 ○ If both notices are ignored, a formal complaint is filed in district court \$90 	
<ul style="list-style-type: none"> ▪ 74-94 Double Parking (allowed 21 days to pay ticket) \$20 <ul style="list-style-type: none"> ○ Second notice with late payment charge (allowed 14 additional days to pay) \$40 ○ If both notices are ignored, a formal complaint is filed in district court \$90 	
<ul style="list-style-type: none"> ▪ 74-94 Blocking Driveway (allowed 21 days to pay ticket) \$20 <ul style="list-style-type: none"> ○ Second notice with late payment charge (allowed 14 additional days to pay) \$40 ○ If both notices are ignored, a formal complaint is filed in district court \$90 	
<ul style="list-style-type: none"> ▪ 74-96a Overtime Parking (allowed 21 days to pay ticket) \$10 <ul style="list-style-type: none"> ○ Second notice with late payment charge (allowed 14 additional days to pay) \$20 ○ If both notices are ignored, a formal complaint is filed in district court \$70 	
<ul style="list-style-type: none"> ▪ 74-96a Temporary/Emergency Restriction (allowed 21 days to pay ticket) \$20 <ul style="list-style-type: none"> ○ Second notice with late payment charge (allowed 14 additional days to pay) \$40 ○ If both notices are ignored, a formal complaint is filed in district court \$90 	
<ul style="list-style-type: none"> ▪ 74-97 No Parking 2 a.m. to 6 a.m. (allowed 21 days to pay ticket) \$20 	

- Second notice with late payment charge (allowed 14 additional days to pay) \$40
- If both notices are ignored, a formal complaint is filed in district court \$90
- 74-98b For Sale on City Property (allowed 21 days to pay ticket) \$20
 - Second notice with late payment charge (allowed 14 additional days to pay) \$40
 - If both notices are ignored, a formal complaint is filed in district court \$90
- Other (allowed 21 days to pay ticket) \$20
 - Second notice with late payment charge (allowed 14 additional days to pay) \$40
 - If both notices are ignored, a formal complaint is filed in district court \$90
- 74-100 Fire Lane/Hydrant (allowed 21 days to pay ticket) \$20
 - Second notice with late payment charge (allowed 14 additional days to pay) \$40
 - If both notices are ignored, a formal complaint is filed in district court \$90
- 74-102 Winter Parking Ban (allowed 21 days to pay ticket) \$20
 - Second notice with late payment charge (allowed 14 additional days to pay) \$40
 - If both notices are ignored, a formal complaint is filed in district court \$90

PARKING PERMITS (*for employees*) \$20/per year

POLICE RESERVE SERVICE \$28/hr

OFF DUTY OFFICER SERVICE \$75/hr

SECURITY ALARMS

- Permit \$20
- False Alarms
 - Alarm 1-2 – No charge
 - Alarm 3-5 - \$50
 - Alarm 6-7 - \$100
 - Alarm 8-9 - \$250
 - 10 & Over - \$500
 - Failure to obtain alarm permit - \$100
 - Other civil alarm violations - \$100

CODE ENFORCEMENT VIOLATIONS

A late payment fee of 10% of the fine will be assessed for each 30-day period, or part thereof, that the fine remains unpaid after the due date.

ANIMALS

- | | |
|------------------------------------|-------|
| ▪ Exceeding Maximum Number Allowed | \$50 |
| ▪ Feces Clean-up | \$100 |

MISCELLANEOUS

- | | |
|-------------------------------|-------|
| ▪ Exterior Storage | \$200 |
| ▪ Firewood | \$200 |
| ▪ Garbage & Refuse | \$55 |
| ▪ Snow & Ice Removal | \$55 |
| ▪ Unsafe Conditions, Critical | \$500 |

VEHICLES

- | | |
|--|-------|
| ▪ Commercial/Overweight Vehicle Parked in Residential Zone | \$50 |
| ▪ Junk Vehicles | \$200 |
| ▪ Overweight Vehicles | \$200 |
| ▪ Parking Codes | \$55 |
| ▪ Parking on Unapproved Surfaces | \$200 |
| ▪ Vehicles Displayed "For Sale" on Public Street | \$50 |

ZONING

- | | |
|--|-------|
| ▪ Accessory Structure | \$200 |
| ▪ Dwelling Unit Occupied by More Than One Family | \$500 |
| ▪ Fencing Setback & Maintenance | \$200 |
| ▪ Home Occupation | \$200 |
| ▪ Home Occupation, Prohibited | \$250 |
| ▪ Long Grass | \$200 |
| ▪ Nuisance, Junk & Debris Violation | \$200 |
| ▪ Property Maintenance, Critical | \$500 |
| ▪ Property Maintenance, Non-Critical | \$200 |
| ▪ Sign Ordinance Violation | \$200 |
| ▪ Swimming Pool Violation, Critical | \$500 |
| ▪ Swimming Pool Violation, Non-Critical | \$200 |
| ▪ Zoning Code Violation, Other Than Noted Above | \$200 |